



CIVILIAN PERSONNEL CAREER MANAGEMENT

**August
2005**

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM (ACTEDS) PLAN

OCCUPATIONAL SERIES

GS-0620

CAREER FIELD 53

Licensed Practical Nurse

ACTEDS PLAN

“READY, CARING, AND PROUD”

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

LICENSED PRACTICAL NURSE OCCUPATIONAL SERIES GS-0620 Career Field 53

Summary.

a. This document describes the Army Civilian Training, Education, and Development System (ACTEDS) plan for the Licensed Practical Nurse (LPN) series. It includes a listing of the objectives, structure, career paths, training, education, and developmental opportunities that enhance the careerist's capability to perform and advance within the Army Medical Department (AMEDD) LPN community.

b. Nothing in this plan should be construed to obligate any Department of the Army (DA) activity to select or fund the training of any individuals covered by this plan; such training is always accomplished subject to budgetary and mission requirements.

Interim Changes. Interim changes will be distributed as required to update information contained in this document.

Suggested Improvements. The proponent agency for this document is the United States (U.S.) Army Medical Department Center and School (AMEDDC&S). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, AMEDDC&S, AMEDD Personnel Proponent Directorate, ATTN: MCCS-DC, 1400 East Grayson Street, STE 213, Fort Sam Houston, TX 78234-5052.

Distribution. Primary access to this Plan is via the Internet at:
<http://appd.amedd.army.mil/acteds.htm>.

The appearance of hyperlinks does not constitute endorsement by the U.S. Army of these Web sites or the information, products, or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare, and Recreation sites, the U.S. Army does not exercise any editorial control over the information you find at these locations. Such links are provided consistent with the stated purpose of this Department of Defense (DoD) Web site.

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ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

LICENSED PRACTICAL NURSE OCCUPATIONAL SERIES GS-0620 Career Field 53

1. Introduction.

a. ACTEDS is a DA system that provides a progressive and sequential framework for developing the technical and leadership skills required of the U.S. Army's civilian workforce in the LPN community. It mirrors what the Army does to guide military personnel throughout their careers. This ACTEDS Plan for LPNs provides employees and management with a guide to assist in career enhancement and progression. Training and development planning is essential in developing and enhancing the employee's knowledge, skills, and abilities (KSAs). This Plan, if followed, will provide the LPN the avenue to become more proficient in the nursing field, benefiting the Army, the local military treatment facility, and the employee.

b. This Plan covers positions that have a primary responsibility for nursing care that requires less than full professional nursing education but requires the knowledge and skills represented by licensure as a Licensed Practical Nurse.

c. This Plan is in no way linked to upgrading individual position descriptions. Employees must still meet qualification requirements identified in Office of Personnel Management (OPM) qualification standards. The qualification standards are available at the OPM website: <http://www.opm.gov/>.

2. Objectives.

a. Provide continuous broad-based training and development throughout an individual's employment.

b. Provide and document an individual's training and practical experience to ensure competence in the various aspects of the position.

c. Aid in the recruitment and retention of quality personnel by outlining the training and career advancement opportunities offered.

3. Coverage. This plan applies to all DA civilian employees working in the LPN field, regardless of the level at which they were hired and the organization or agency to which they are assigned or attached.

4. Career Field Information. The AMEDD employs over 1,200 LPNs in Regional Medical Centers (RMCs), Medical Centers (MEDCENs), Medical Department Activities (MEDDACs), and U.S. Army Health Clinics throughout the world. In addition, LPNs are

also assigned to Medical Detachments, as well as the U.S. Army Institute of Surgical Research, and the U.S. Army Aeromedical Center. Licensed Practical Nurses work in a variety of areas within Medical Treatment Facilities (MTFs) such as hospital clinics or wards, emergency rooms, outpatient clinics, operating rooms, occupational health clinics, psychiatric wards, or similar locations.

5. Responsibilities. Development, coordination, management, and implementation of this ACTEDS Plan are the shared responsibility of the proponent, the proponent agency, the Functional Chief (FC), and the Functional Chief Representative (FCR). The proponent for this series, and all occupational series in Career Field 53, is The Surgeon General (TSG) of the U.S. Army. The proponent agency is the AMEDDC&S, AMEDD Personnel Proponent Directorate (APPD). The FC is the Chief, Army Nurse Corps. The FCR is the Chief Nurse Executive, U.S. Army Medical Command (MEDCOM). In turn, the FCR will designate individuals within the LPN community to serve as subject-matter-experts (SMEs).

a. The Deputy Chief of Staff, G1, Central Program Operations Division, ACTEDS Management Branch, provides overall policy and direction for this ACTEDS plan, and will:

- (1) Provide overall program management, guidance, direction, and approval.
- (2) Provide funding support for selected ACTEDS Core Leader Development training.
- (3) Provide assistance to the FC, the FCR, and APPD in implementing this ACTEDS Plan.

b. Functional Chief Representative. The FCR will have operational responsibility for the administration of the LPN occupational series. Responsibilities include:

- (1) Assisting the APPD in preparation of career management regulations by providing advice on career patterns, identifying KSAs required for specific job categories, identifying training and development needs, and recommending functional courses and equivalencies for the enhancement of the employee.
- (2) Selecting SMEs to participate in job analysis and establishing evaluation criteria.
- (3) Monitoring affirmative action goals and equal employment opportunity (EEO) progress.
- (4) Assisting TSG in estimating Army-wide LPN training needs and ensuring the Master Training Plan (MTP) is adequate.

c. Major Army Command (MACOM) Commanders will:

- (1) Ensure identification and funding, within activities' resources, of non-ACTEDS career field (CF) training needs (such as training to meet MACOM and individual mission requirements).

(2) Assure career management is evaluated and follow-up actions are taken to support quality staffing, employee communications, Affirmative Employment Program (AEP) and EEO objectives, and ACTEDS training, education, and development requirements.

(3) Establish leadership and direction in the AEP aspects of career management; identify situations within the MACOM where EEO progress is inadequate and initiate corrective action.

d. Activity/Installation Commanders will:

(1) Obtain and provide funding, within activity/ installation resources, to attain ACTEDS Plan objectives. (Note: Funding may not always be available for all specified training and education at specific grade levels.)

(2) Support developmental assignments/reassignments and formal training of participants.

e. The Deputy Commander for Nursing at each MTF will inform the FCR of:

(1) Planned career input requirements,

(2) Budget needs,

(3) Distribution of funds,

(4) Management of career track opportunities and spaces, and

(5) Registration/continuing education maintenance requirements.

f. The supervisor will:

(1) Prepare, in concert with the employee, and approve Individual Development Plans (IDPs) for employees participating in this Plan. Additional information on IDPs is included in paragraph 10 of this document.

(2) Identify and coordinate developmental assignments utilizing career paths.

(3) Release employees for identified ACTEDS Plan training and development opportunities (mission permitting).

(4) Ensure employees possess or are provided opportunities to obtain required competencies.

(5) Perform ongoing evaluation of employee career progression.

g. Each employee is responsible for assisting management in establishing their IDP and demonstrating the interest, enthusiasm, and initiative required to achieve the stated objectives.

6. Mentoring.

a. The Army Mentorship definition is: The voluntary, developmental relationship that exists between a person of greater experience and a person of lesser experience that is characterized by mutual trust and respect.

b. Mentors are senior careerists, managers, or commanders who not only personally become involved in the development of personnel within their organizations but also influence decisions to establish programs, commit resources, and make assignments that make career development happen. Mentoring is most successful when the person being mentored is mobile and can take advantage of the widest range of opportunities. Using the ACTEDS plan as a base, mentors will facilitate training and career-broadening opportunities, help personnel assess their potential, and actively guide them through the appropriate career-area progression pattern. Mentoring for Civilian Members of the Force, DA Pamphlet 690-46 (http://www.usapa.army.mil/pdffiles/p690_46.pdf), is a recommended reference for mentors and personnel being mentored.

7. Career Ladder. The career ladder (Appendix A) illustrates the typical pattern of progression from entry level to an advanced level in the LPN series. Grades are subject to the scope of responsibilities of the position and may vary among MTFs. Individuals employed in the LPN series should be guided by the qualification standards established by OPM. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this classification series.

8. Training Competencies. (Appendix B)

a. Competencies shown at Appendix B are the applicable KSAs for LPNs in the performance of their assigned duties. Supervisors have the responsibility for the career management of their employees; therefore, they must ensure that employees under their supervision possess, or are provided opportunities to obtain, the required KSAs through formal and on-the-job training (OJT).

b. Equivalency credit may be granted for formal courses or OJT received from sources other than those listed in the MTP (Appendix C). Applications for equivalency credit (Appendix G) should be submitted through the supervisor to the FCR for evaluation.

9. Master Training Plan (MTP). (Appendix C) Employees enter the LPN occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and OJT the individual brings to the job in comparison to that required for advancement as outlined in this ACTEDS plan. Consideration should be given to any documented prior experience and training.

a. Universal Training. Universal training requirements provide standardized KSAs across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

(1) Priority I (U1) - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; or (c) training is mandated by higher authority (law or DOD) or is required for health, certification, or safety reasons.

(2) Priority II (U2) - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and (b) training improves the quality of mission accomplishment.

(3) Priority III (U3) – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances KSAs needed on the job and (b) leads to improvement of mission accomplishment.

b. Self-Development. In addition to the training outlined in the MTP, employees at all levels are encouraged to undertake individual projects such as a professional reading program, correspondence courses, study and research, technical papers, presentations, membership in professional organizations, or leadership roles in the community. These opportunities will increase their knowledge, improve competence in their area of interest, and offset any limitations identified in the career planning process. This is a voluntary effort initiated and conducted by the employee. Active interest in self-development generally indicates that an employee has a strong desire to achieve or exceed planned career goals. Employees will be encouraged to take advantage of: (1) MTF-sponsored educational activities; (2) available Army and other professionally relevant correspondence courses; (3) opportunities for study at nearby colleges or universities; (4) planning, reading, and discussion of emerging developments in the various aspects of nursing; and (5) seminars, workshops, teleconferences, videos, and meetings sponsored by professional organizations.

c. The ideal training program provides the opportunity for every employee to advance to the highest level of his/her capability. The most effective training and development activity for any Army civilian career employee will result from an appraisal/counseling interview which: (1) identifies training requirements, (2) systematically schedules the training needed to meet the requirements, and (3) takes greatest advantage of work situations and operating problems for OJT development purposes.

d. Development and rating methods of civilian employees are outlined and reported through AR-690-400, Chapter 430, the Total Army Performance Evaluation System (TAPES) http://www.usapa.army.mil/pdffiles/r690_400.pdf. The rater/supervisor, with the ratee's input, during counseling sessions, will assist the ratee in identifying the required training and/or professional development objective. Once identified, the training or developmental activities are recorded on the employee's Base System Civilian Performance Counseling Checklist/Record (DA Form 7223-1).

e. When an employee has completed a required phase of training, it must be documented by the supervisor. The completed training will be noted in the IDP and TAPES, and then filed in the employee's official personnel folder. Employees who demonstrate the ability to effectively handle increasingly complex assignments become more competitive for developmental assignments and advancement.

f. Licensed Practical Nurse Training Levels.

(1) Entry-level civilian LPN workplace opportunities. At this level (GS-03 or GS-04), the new employee generally requires OJT experience and technical training. Emphasis will be placed on training in: (a) military organization/structure, (b) military policy, and (c) military terminology. Typical assignments at the entry level include but are not limited to: providing nursing care for and assistance to patients, measuring and recording vital signs to include reporting abnormal values to the RN, obtaining and labeling specimens, assisting the doctor or nurse in patient examinations, preparing and administering prescribed medications; providing pre- and post-operative patient care; observing, recording, and reporting changes in behavior of mentally ill patients; providing reassurance and encouragement to mentally ill patients; assisting surgeons and Registered Nurses (RN) in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients; setting up and operating special medical equipment and apparatus. Duties are performed under the supervision of an experienced LPN or RN. Participation in professional group activities is encouraged.

(2) Intermediate-level. Intermediate LPNs at grades GS-05 and above require one year of nursing experience equivalent to at least the next lower grade level. Assignments at the GS-05/06 level include: providing specialized nursing care to patients of all ages who often have numerous complicating conditions; assessing critically ill patients; responding to emergency situations; operating highly technical medical equipment; assisting physicians during diagnostic, therapeutic and/or minor surgical procedures by preparing the patient, initiating IVs, preparing necessary supplies & equipment; providing preventive health care, and/or pre/post operative care to include wound care and dressing changes; preparing and administering prescribed meds or immunizations; and advising other experienced and inexperienced personnel in the care of patients to include formal and informal orientation and precepting of student LPNs. Duties are performed under the supervision of a RN. Completion of a Baccalaureate Degree, speaking and writing activities, and participation in professional group activities are encouraged.

(3) Advanced Level. There are Supervisory Practical Nurse and Lead Practical Nurse positions at the GS-06/07 level within the Army. At this level, the primary focus is to increase the technical knowledge and skill of the employee. Secondly, emphasis will be on management and human relation skills, including training for personnel selected to fill supervisory positions. Work assignments are selected to add to the depth and breadth of their technical competence. Assignments at this level include: Team leader or supervisor of other staff (civilians or enlisted) or providing specialized nursing care (i.e., Neonatal Intensive Care Unit (NICU), Critical Care, Infection Control, Dialysis, Soldier Readiness, Force Health Protection, etc.). Licensed Practical Nurses at this level may conduct

in-service training or serve as a preceptor for newly assigned personnel. Duties are performed under the supervision of a RN. Completion of a Baccalaureate Degree, speaking and writing activities, and participation in professional group activities are encouraged.

10. Individual Development Plan (IDP). An IDP (Appendix H) is a written schedule or action plan to help individuals reach career goals within the context of organizational objectives. It is intended to move employees from where they are to where they want to be. The plan is developed to establish a written document that identifies required training, provides order, maintains focus, and tracks progress of the activities outlined with the intent of aiding an employee in accomplishing their career goals.

a. The employee should initiate the IDP process. The employee establishes goals and objectives with input from the supervisor. Both should discuss the plan and reach agreement on the employee's developmental plan for accomplishing their goals and objectives. The IDP's goals relate the individual's career interests and needs to organizational priorities. The most common goals of an IDP are to:

- (1) Learn new skills to improve current job performance.
- (2) Maximize current performance in support of organizational requirements.
- (3) Increase interest, provide challenge, and improve satisfaction in current position.
- (4) Obtain necessary knowledge, skills, and abilities to advance in current occupational series.
- (5) Use acquired competencies to make the employee highly competitive for career advancement.

b. While the supervisor and the employee have joint responsibility for developing and executing an employee's IDP, the responsibility of ensuring accomplishment of the activities or experiences that support the plan's objectives is the sole responsibility of the employee.

c. When both employee and supervisor are in agreement with the plan, they sign and date the IDP. Once the initial IDP form is completed, it may be reviewed to coincide with the TAPES review process. The IDP should be jointly assessed at least semi-annually (to coincide with the mid-point performance review) and adjusted as needed, based on adequacy and practicality of the plan.

11. Recruitment Strategies and Sources.

a. Recruitment Strategies.

(1) The planned recruitment of highly qualified or high potential personnel is essential to the development and maintenance of an effective LPN program.

(2) Recruitment should be related to replacement needs projected on the basis of expected losses and planned expansions.

(3) Recruitment and selection practices are designed to obtain the best qualified candidate for available positions.

(4) Recruitment brochures/literature, advertising, or other appropriate and authorized publicity measures should be employed to support recruitment actions.

(5) Supervisors should align their recruitment and hiring practices with the ACTEDS career path and ensure the appropriate requirements are stated as selective placement factors in the job announcement.

b. Recruitment Sources include, but are not limited to:

(1) Internal recruitment sources (current DA employees). Procedures of the Merit Promotion Program and appropriate labor agreements will apply in considering candidates who are current DA employees.

(2) External recruitment sources.

(a) Reinstatement, re-employed annuitants, and transfers from other federal agencies (to grades no higher than the grade previously held).

(b) Veterans Recruitment Authority (VRA).

(c) Candidates from an OPM register, a register established under delegated examining authority, or direct hire authority.

(d) Special placement assistance programs such as the DOD Priority Placement Program (PPP).

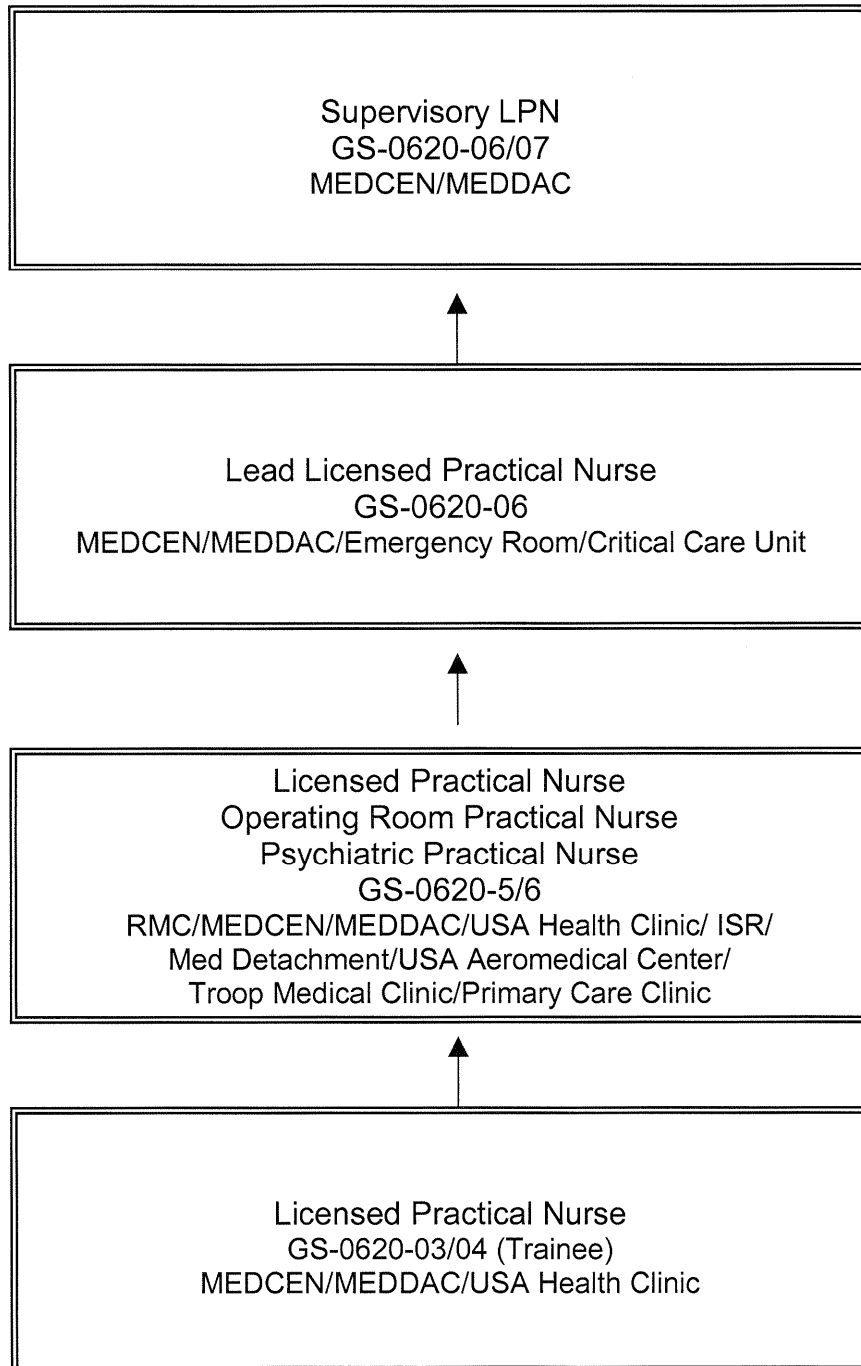
(e) Community college and technical school recruitment programs as well as recruitment at job fairs.

12. Mobility Requirements. Mobility is defined as geographic, organizational, or functional movement—either within Continental United States (CONUS) or Outside Continental United States (OCONUS). While many employees can achieve their career objectives in one geographical area, mobility is often a factor in achieving goals. Relocation may increase chances of acquiring broad-based management experience necessary for advanced level vacancies.

13. Affirmative Action/Equal Employment Opportunity. Training and development opportunities for career field participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

14. Summary of Change. This is the initial publication of this ACTEDS Plan.

**APPENDIX A
CAREER LADDER
LICENSED PRACTICAL NURSE**



APPENDIX B
TRAINING COMPETENCIES
LICENSED PRACTICAL NURSE

Nursing

1. Knowledge of basic human anatomy, physiology and pathophysiology of diseases or conditions and indicated therapeutic interventions in order to support direct patient care and communicate with patient, nurses and medical staff.
2. Knowledge of medical terminology in order to read and comprehend the technical elements of a medical chart.
3. Ability to initiate and perform cardio-pulmonary resuscitation of adults and children and assist in other emergency situations in order to maintain circulation to vital organs until help arrives.
4. Knowledge of advanced emergency and resuscitative measures such as Advanced Cardiac Life Support certification in order to maintain an airway, monitor heart and breathing difficulties, and similar activities.
5. Knowledge and skill to initiate an IV, regulate the flow rate, and accurately monitor IVs in order to administer medications or fluids.
6. Knowledge and skill sufficient to participate in patient admission and discharge activities.
7. Knowledge and skill to administer diagnostic skin tests, calculate dosages for allergy injections, and administer allergy injections.
8. Ability to interpret and implement an established patient care plan in order to provide quality patient care.
9. Knowledge of normal growth and development patterns of patients from infants to geriatric in order to recognize deviations from normal and notify appropriate nursing personnel.
10. Knowledge of cultural variables in health practices and the ability to accommodate such variables in contributing to development of an interdisciplinary plan of care.
11. Skill in providing instructions to clients, families, and other health care providers in order to meet the patient's health care needs.
12. Knowledge of pharmacology and skill sufficient to calculate and administer prescribed medications at prescribed dosages and observe for the desired action and/or adverse reaction.

13. Knowledge of instruments and equipment used for various minor procedures performed in clinics or wards and to set up and assist the physician in examinations and treatments.

14. Knowledge and skill to operate specialized medical instruments and equipment, (e.g., infusion pumps, intermittent positive pressure breathing (IPPB) machines, monitors, electrocardiograph machines, pulse oximeters, suction devices, audiometric equipment, etc.) and in recognizing equipment malfunction.

15. Knowledge of infection control measures, aseptic techniques for prevention of infections, transmission-based isolation precautions, instrument processing and skill in changing sterile dressings and in maintaining the sterile condition of medical supply items in order to prevent infection.

Budget/Supply/Facilities

16. Ability to take stock level inventories, order supplies and equipment, and restock shelves in order to ensure an adequate inventory of supplies.

Personnel Management

17. Knowledge required to provide input for the planning and directing of the work of medics and Nursing Assistants in order to effectively manage patient care.

18. Knowledge of local union contract and labor relation policies and procedures in order to ensure compliance and protect the rights of the employee as well as management.

19. Ability to write job descriptions, performance appraisals, and TAPES DA Form 7223-1, Base System Civilian Personnel Counseling Checklist/Record forms for personnel supervised in order to properly assign duties and evaluate performance.

Management

20. Knowledge of safety standards (i.e., Occupational Safety and Health Administration (OSHA), state, Joint Commission on Accreditation of Health Organizations (JCAHO), etc.) in order to maintain a safe environment.

21. Knowledge of peer review standards/procedures for the organization in order to ensure compliance.

Communication (Oral/Written) / Coordination

22. Skill in basic interviewing and communication techniques in order to assist the RN in formulating an accurate assessment of the patient's condition and needs.

23. Skill in interpersonal and small group communications in order to convey information and gain cooperation.

24. Knowledge of and skill in professional and business writing in order to effectively convey information.

25. Knowledge of business/committee procedures and rules of order in order to effectively participate in meetings.

26. Knowledge of organizational mission and goals sufficient to execute responsibilities.

Computers

27. Ability to use computer programs in order to accomplish data entry, retrieval, and management.

28. Knowledge of office automation applications (i.e., spreadsheets, graphics, database management, electronic communications and systems such as the Composite Health Care System) in order to create, process, and retrieve a variety of written correspondence.

29. Knowledge of data security techniques (manual and computer automated) in order to ensure security of patient information.

Ethics/Health Insurance Portability and Accountability Act (HIPAA)

30. Knowledge of legal requirements for confidentiality of patient data (federal and state) in order to ensure confidentiality of records.

31. Knowledge of patient rights and protections guaranteed by state and federal laws and regulations in order to ensure the quality and safety of patient's medical care.

Education

32. Ability to maintain a current knowledge regarding new nursing principles and technology in order to maintain competence by attending continuing education and professional development programs.

33. Ability to serve as an instructor for Red Cross First Aid in order to certify members of the local military community.

34. Knowledge of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) procedures for the medical treatment facility in order to understand responsibilities and respond effectively.

Research

35. Ability to participate in ongoing research projects and be a consumer of nursing research in order to improve patient care.

APPENDIX C MASTER TRAINING PLAN MATRIX - LICENSED PRACTICAL NURSE

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Course Number	Course Title Source Type of Training Course Length	Central Funding / No Cost	Priority/Target Audience				Training Competencies
			GS-03/04	GS-05	GS-06	GS-07	
1	Basic Life Support Local Installation FC Length Varies	X	U1*	U1*	U1*	U1*	3
2	Infection Control: Tuberculosis (TB)/Human Immunodeficiency Virus (HIV) Training Local Installation/SWANK FC Length Varies	X	U1*	U1*	U1*	U1*	15
3	Bloodborne Pathogen Training Installation/Local /Swank/OSHA FC/CC/OL Length Varies	X	U1*	U1*	U1*	U1*	15
4	LPN Licensure Professional Association FC Length Varies		U1*	U1*	U1*	U1*	1, 2, 3, 5, 6, 8-16, 20, 21, 30, 31, 32
5	LPN IV Therapy Technical or Community College FC Length Varies		U3	U2**	U2**	U2**	5
6	Basic Proficiency in Medication Administration - LPN Professional Organization FC Length Varies		U3	U2	U2	U2	12
7	Pharmacology Certification Professional Organization FC Length Varies		U3	U3	U3	U2	12
8	Phlebotomy Certification Technical or Community College FC Length Varies		U3	U3	U3	U3	5
9	Spirometry Certification Course USACHPPM/Community College/CEU FC Length Varies		U3	U2**	U2**	U2**	13, 14, 15
10	Neonatal Resuscitation Provider Certification Vendor FC Length Varies		U3	U1**	U1**	U1**	3

LEGEND: CC/OL = Correspondence Course/On-Line
FC = Formal Course
OJT = On-the-Job Training
U1 = Universal Priority I
U2 = Universal Priority II
U3 = Universal Priority III
SUP = Supervisor Only
C = Competitive
CEU = Continuing Education Unit
* = Recurring Requirement
** = According to Individual Job Requirement

APPENDIX C MASTER TRAINING PLAN MATRIX - LICENSED PRACTICAL NURSE

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Course Number	Course Title Source Type of Training Course Length	Central Funding / No Cost	Priority/Target Audience			Training Competencies
			GS-03/04	GS-05	GS-06	GS-07
11	Advanced Cardiac Life Support Provider Course American Heart Association FC Length Varies		U3	U1**	U1**	U**
12	Vascular Access Devices (VAD) - Care and Maintenance CEU/Vendor FC Length Varies		U3	U3	U2**	U2**
13	Basic Critical Care Nursing Community College FC Length Varies		U3	U3	U2**	1, 2, 13, 14, 22
14	Abuse and Violence Reporting CEU/Community College FC Length Varies		U2	U2	U2	1, 10, 11
15	Death and Dying Swank/Vendor/CEU CC/On-Line Length Varies	X	U2	U2	U2	11
16	Basic Electronic Fetal Monitoring Certification Community College/Vendor FC Length Varies		U3	U2**	U1**	13
17	Immunology and Allergy Specialty WRAMC/OJT/Professional Organization FC Length Varies		U3	U3	U2**	7
18	Sedation and Analgesia Monitoring Local Installation FC Length Varies	X	U3**	U3**	U2**	12
19	Pain Management Local Installation/Swank FC Length Varies	X	U1*	U1*	U1*	12
20	Introduction to CBRNE AMEDDC&S CC/OL Length Varies	X	U3	U2	U2	34

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APPENDIX C MASTER TRAINING PLAN MATRIX - LICENSED PRACTICAL NURSE

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Course Number	Course Title Source Type of Training Course Length	Central Funding / No Cost	Priority/Target Audience				Training Competencies
			GS-03/04	GS-05	GS-06	GS-07	
21	ECG Monitor/Observer Program CEU/ Community College FC Length Varies		U3	U2**	U2**	U2**	13, 14
22	Automated External Defibrillator (AED) Training NSC/ARC/AHA/Vendor FC Length Varies		U3	U3	U2**	U2**	3, 4
23	Red Cross First Aid Trainer Certification American Red Cross FC Length Varies		U3	U3	U2**	U2**	33
24	Various Swank On-Line Courses CC/OL SWANK Length Varies	X	U3	U3	U3	U3	1
25	Hearing Conservation Technician Training MTF/CHPPM/Community College/University/Vendor FC Length Varies		U3	U2**	U2**	U2**	14
26	Nursing Research Community College/Vendor FC Length Varies		U3	U3	U2	U2	35
27	Patient Rights Local Installation/Swank/CEU/OJT CC/OL Length Varies	X	U1*	U1*	U1*	U1*	31
28	HIPAA Training Local Installation/SWANK FC/On-Line Length Varies	X	U1*	U1*	U1*	U1*	30
29	Legal and Ethical Aspects of Health Care Community College/University/CEU FC Length Varies		U3	U3	U2	U2	30
30	Medical Error Prevention and Patient Safety Installation/Local/CEU/OJT FC Length Varies	X	U1*	U1*	U1*	U1*	1, 22, 23

LEGEND: CC/OL = Correspondence Course/On-Line
FC = Formal Course
OJT = On-the-Job Training

U1 = Universal Priority I
U2 = Universal Priority II
U3 = Universal Priority III

SUP = Supervisor Only
C = Competitive
CEU = Continuing Education Unit

* = Recurring Requirement
** = According to Individual Job Requirement

APPENDIX C MASTER TRAINING PLAN MATRIX - LICENSED PRACTICAL NURSE

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Course Number	Course Title Source Type of Training Course Length	Central Funding / No Cost	Priority/Target Audience				Training Competencies
			GS-03/04	GS-05	GS-6	GS-07	
31	Health Care Ethics I AMEDDC&S/Swank/Local CC/OL Length Varies	X	U3	U2	U2	U2	30
32	Health Care Ethics II AMEDDC&S/Swank/Local CC/OL Length Varies	X	U3	U2	U2	U2	30
33	Organization and Functions of the Army Medical Department AMEDDC&S CC/OL Length Varies	X	U2	U2	U2	U2	26
34	Effective Army Writing AMEDDC&S CC/OL Length Varies	X	U3	U3	U2	U2	24
35	Effective Briefings and Presentations Installation/Local /USDA FC Length Varies		U3	U3	U2**	U2**	22, 23, 25
36	Listening and Memory Development USDA FC 16 Hours		U3	U3	U3	U3	22
37	Basic Computer Courses Installation/Local FC 40 Hours	X	U3	U3	U3	U3	27, 28, 29
38	Supervisor Development Course / Human Resources for New Supervisors AIPD/CHRNA CC/OL Length Varies/36 Hours	X			SUP-U1	SUP-U1	17, 18, 19
39	Leadership Education and Development Course (LEAD) Local CPAC FC 40 Hours	X			SUP-U1	SUP-U1	17, 18, 19
40	Associate Degree or Bachelor Degree College or University-Based FC Length Varies			U3	U3	U3	22, 23, 24, 25, 27, 29, 32, 35

LEGEND: CC/OL = Correspondence Course/On-Line
FC = Formal Course
OJT = On-the-Job Training
U1 = Universal Priority I
U2 = Universal Priority II
U3 = Universal Priority III
SUP = Supervisor Only
C = Competitive
CEU = Continuing Education Unit
* = Recurring Requirement
** = According to Individual Job Requirement

APPENDIX D
MASTER TRAINING PLAN COURSE DESCRIPTIONS
LICENSED PRACTICAL NURSE

1. Basic Life Support (BLS) Course. Provides certification in Cardiopulmonary Resuscitation (CPR), a recurring requirement. (Source: Local Installation) (Length Varies)

2. Infection Control: Tuberculosis (TB)/Human Immunodeficiency Virus (HIV) Training. Provides information on TB and HIV patient management. (Source: Local Installation/SWANK) (Length Varies)

3. Bloodborne Pathogen Training. Provides guidance on program management in accordance with OSHA law mandated in 29 CFR 1910.130. Includes subjects, such as, identifying the scope of the Act, developing exposure control plans, identifying infectious materials, methods of compliance, Hepatitis B vaccinations, research laboratories, hazard communication, information/training and record keeping, etc. (Source: Installation/ Swank/Local/OSHA) (Length Varies)

4. LPN Licensure. Licensure is a condition of employment for an LPN and must be renewed in accordance with National Council Licensure Examination (NCLEX) requirements. (Source: Professional Association) (Length Varies)

5. Licensed Practical Nurse (LPN) Intravenous (IV) Therapy. This course focuses on the basic principles and practices for implementation of IV-Therapy within the scope of practice of a licensed practical nurse. It supplements and synthesizes principles introduced in the practical nurse's generic courses associated with IV-Therapy such as: the practical nurse law, rules and regulations, infection control/universal therapy/compatibilities, flow rate calculations and nursing care of the patient receiving IV-therapy. The LPN advanced training skills include hanging blood/blood products, cancer chemotherapy, investigational drugs, and plasma expanders, and mixing IV solutions. Laboratory instruction and practice of venipuncture, using an artificial training arm, provides a simulated experience in the selection and preparation of equipment and the technique of performing venipuncture for instillation of solution and/or medication and for the withdrawal of blood. (Source: Technical or Community College) (Length Varies)

6. Basic Proficiency in Medication Administration – LPN. National League of Nursing administered test that measures the knowledge and abilities necessary for licensed practical nurses to safely administer medication to a general adult patient population in a variety of healthcare settings. (Source: Professional Organization) (Length Varies)

7. Pharmacology Certification. The National Association for Practical Nurse Education and Service, Inc., (NAPNES) Pharmacology certification is nationally recognized and respected as an educational tool against which LPNs measure their knowledge, build skills, and demonstrate employability. (Source: Professional Organization) (Length Varies)

8. Phlebotomy Certification. Training includes skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection in adults, children, and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. (Source: Technical or Community College) (Length Varies)

9. Spirometry Certification Course. A National Institute for Occupational Safety and Health (NIOSH)-approved spirometry training course that focuses on interpretation of test results, use of lung infection tests, and reviewing the latest changes and updates in testing procedures. Students will learn how to interpret test results, write interpretation statements, recognize patterns associated with various lung diseases, recognize poorly performed tests, review recent changes in spirometry testing procedures, and learn the significance of other lung-functioning tests. (Source: U.S. Army (USA) Center for Health Promotion and Preventive Medicine (USACHPPM)/ Community College/CEU) (Length Varies)

10. Neonatal Resuscitation Provider Certification. At the conclusion of this course, each participant will be able to assess and recognize the need for neonatal resuscitation according to the guidelines set by the American Academy of Pediatrics and the American Heart Association. (Source: Vendor) (Length Varies)

11. Advanced Cardiac Life Support (ACLS) Provider Course. The ACLS Provider Course provides the knowledge and skills needed to evaluate and manage the first 10 minutes of an adult ventricular fibrillation/ventricular tachycardia (VF/VT) arrest. (Source: American Heart Association) (Length Varies)

12. Vascular Access Devices - Care and Maintenance. This course is designed for nursing generalists and other health care professionals that are interested in an introduction to Vascular Access Device care. It is not intended as a certification course, but as an overview of Vascular Access Device care. (Source: CEU/Vendor) (Length Varies)

13. Basic Critical Care Nursing. This course provides a foundation in basic critical care for nurses who are new or interested in entering the critical care environment. Course includes anatomy, physiology, and pharmacology as well as disease management for the following systems: cardiac, respiratory, neuroscience, gastrointestinal, renal, endocrine and hematology, hemodynamics and ventilator management. (Source: Community College) (Length Varies)

14. Abuse and Violence Reporting. The purpose of this course is to prepare healthcare professionals to assess and screen likely victims of domestic violence. (Source: CEU/Community College) (Length Varies)

15. Death and Dying. This course covers practical skills in dealing with death and dying. It covers the emotional, psychological, spiritual needs of the dying and of their caretakers. (Source: SWANK/Vendor/CEU) (Length Varies)

16. Basic Electronic Fetal Monitoring Certification. This program is designed to increase the participant's knowledge and understanding of electronic fetal monitoring. (Source: Community College/Vendor) (Length Varies)

17. Immunology And Allergy Specialty. This course provides the skills necessary to become a qualified medical caregiver in administering vaccines to all service members, DOD employees, and children. Additional information on the AMEDDC&S Course # 300-Y8, is available at: <http://www.atrrs.army.mil> (Source: WRAMC/OJT/Professional Organization) (Length Varies)

18. Sedation and Analgesia Monitoring. This course provides information on how to care for patients who receive sedation and analgesia. (Source: Installation/ Professional Organization/Vendor) (Length Varies)

19. Pain Management. This course examines the physiological effects of pain; discusses the role of JCAHO related to the patient's right to effective pain management; distinguishes between acute pain vs. chronic pain; compares and contrasts the difference between physical dependence and addiction. (Source: Local Installation/ Swank) (Length Varies)

20. Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE). Open to all individuals who have a requirement to attend an introduction lesson on chemical agents, biological agents, radiological agents, nuclear devices, and explosive devices. Additional information is available at: <https://www.atrrs.army.mil/atrrscc/courseinfo.asp?fy=2003&sch=555&crs=081%2DCBRNE%2DW&crstitle=INTRODUCTION+TO+CBRNE&phase=> (Source: AMEDDC&S) (Length Varies)

21. Electrocardiogram (ECG) Monitor/Observer Program. This course will provide practical and technical training in the use and operation of ECG equipment. (Source: CEU/Community College) (Length Varies)

22. Automated External Defibrillator (AED) Training. This course is designed to teach the use of AED when responding to a person experiencing sudden cardiac arrest. Course includes: Chain of Survival; Integrating the Use of an AED; Basic AED Operation; and Troubleshooting. (Source: National Safety Council (NSC)/American Red Cross (ARC)/American Heart Association (AHA)/Vendor) (Length Varies)

23. Red Cross First Aid Trainer Certification. This course provides training on how to teach a First Aid course. (Source: American Red Cross) (Length Varies)

24. Various Swank HealthCare On-Line Courses. Swank HealthCare is centrally funded and offers on-line courses at no cost to military and federal civilian employees. Swank HealthCare offers a variety of useful continuing education courses: Immune Response in the Geriatric Patient; Dealing with Aggressive Patients; Sepsis: Fighting the Killer; Dysphagia: Swallowing Difficulty; Assessing a Pregnant Patient in Labor and Delivery; Continuous Ambulatory Peritoneal Dialysis (CAPD).; Hemodialysis; Cerebral Vascular Accident (CVA): What You Need To Know; Best Foot Forward: Diversity in the Real World; Chronic Pressure Ulcers; Being a Successful OR Tech, etc. Additional information is available at: <http://www.swankhealth.com/default.aspx>. (Source: Swank) (Length Varies)

25. Hearing Conservation Technician Training. This course is designed to train personnel conducting hearing testing or implementing/supervising hearing conservation programs. (Source: MTF/CHPPM/Community College/University/Vendor) (Length: 20 Hours)

26. Nursing Research. This course guides the student in the research process and its relevance to the advancement of nursing theory and practice. Students advance as participants in the research process and as consumers of nursing research. (Source: Community College/Vendor) (Length Varies)

27. Patient Rights. This course provides information on how to incorporate rights and dignity into all patient care. (Source: SWANK/CEU) (Length Varies)

28. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training. Explains HIPAA, covered entities, covered information, and the employee's responsibility for maintaining privacy and security of healthcare related information. (Source: Local Installation/Swank) (Length Varies)

29. Legal and Ethical Aspects of Healthcare. This course will define standards of care, scope of practice, malpractice, negligence, abandonment, abuse, assault and battery. This class provides information about these aspects of care and how to apply this information into a daily routine. (Source: College/University) (Length Varies)

30. Medical Error Prevention and Patient Safety. The purpose of this course is to provide the student with information on medication errors and how to prevent them. (Source: Installation/Local/CEU/OJT) (Length Varies)

31. Health Care Ethics I (MD0066). Ethically and legally appropriate behavior of health care professionals, the role of ethics in healthcare, legal doctrines that affect healthcare; tort law, negligence, and patient consent. Additional information is available at: http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S/Swank/Local) (Length Varies)

32. Health Care Ethics II (MD0067). Ethically and legally appropriate behavior of health care professionals, patient refusal of treatment, medical records, and the scope of medical practice. Additional information is available at:
http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S/Swank/Local) (Length Varies)

33. Organization and Functions of the Army Medical Department. (MD0004) Mission and composition of the Army Medical Department; organization of medical centers and medical department activities and the histories and functions of the six officer corps in the Army Medical Department. Additional information is available at:
http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S) (Length Varies)

34. Effective Army Writing (IS1460). A study of the principles, procedures, and practice of staff writing as well as introduction to a professional reading program. Additional information is available at:
http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p350_59/head.asp (Source: AMEDDC&S) (Length Varies)

35. Effective Briefings and Presentations. This course presents instruction in communication principles as well as the basic principles of business presentations. Covers how to plan presentations and provides guidance on choosing the best methods, materials, and location/environment for each situation. Techniques include presentations to inform, presentations to persuade, question and answer techniques, and technical presentations. Students, while learning these techniques, will be provided the opportunity to practice them and critique their own performance on video. Additional information is available at: <http://www.grad.usda.gov/> (Source: Installation/ Local/U.S. Department of Agriculture (USDA) Graduate School) (Length Varies)

36. Listening and Memory Development. Through lectures, practical exercises and discussions, the students learn to: use practical techniques for improving listening skills, recognize and overcome barriers to effective listening, organize information transmitted orally by applying the principles of effective listening, and remember names, faces, facts, figures, and ideas more readily and accurately. Additional information is available at: <http://www.grad.usda.gov/> (Source: USDA) (Length: 16 Hours)

37. Basic Computer Courses. Courses in a variety of software applications (Word, Excel, PowerPoint, etc.) to enable employee to efficiently manage data. (Source: Installation/Local) (Length Varies)

38. Supervisor Development Course (ST5001/ST5002)/Human Resources for New Supervisors. Presents first time supervisory personnel with the basic knowledge of civilian personnel administration procedures and techniques. A mandatory course that must be completed within twelve (12) months of assignment as supervisor to civilian personnel. Supervisors must complete the correspondence course before enrolling in the LEAD course. The course may be completed by correspondence course or by

attendance to a centrally funded residential training course. Additional information for the correspondence course is available at:

http://www.cpol.army.mil/train/courses/st5001/st5001_top.htm

Additional information for the resident course is available at:

<http://www.cpocma.army.mil/catalog/Crs-Descr/Descr-E-H.htm> - HRfNS (Source: AIPD/CHRNA) (Length Varies/36 Hours)

39. Leadership Education and Development (LEAD) Course. The target audience is new military and civilian supervisors of civilian employees. Develops and hones leadership skills of supervisors. Focuses on situational leadership, motivation, communication, performance counseling, conflict management, team building, problem solving, values and ethics, and systems theory. Supervisors must complete the Supervisor Development Course before enrolling in this course. This course is locally funded. Additional information is available at:
<http://cpol.army.mil/train/catalog/ch01lead.html>. (Source: Local CPAC) (Length: 40 Hours)

40. Associate Degree or Bachelor Degree. Completion of Associate Degree in Nursing (ADN) or Bachelor of Science Degree in Nursing (BSN). A list of accredited colleges/universities offering degrees is located at Appendix F - Higher Education Sources. (Source: College or University) (Length Varies)

APPENDIX E
HIGHER EDUCATION SOURCES
LICENSED PRACTICAL NURSE

The link below provides a directory of LPN-to-Associates Degree Nursing programs *:
<http://www.allnursingschools.com/find/results.php?st=&prog=LPN2ADN&submit=Find+a+School>

Nursing Programs that offer LPN to RN training programs are listed at *:
<http://www.allnursingschools.com/find/results.php?searchterm=LPN+to+RN>

* Reprinted with permission of Allnursingschools.com

APPENDIX F **GLOSSARY** **LICENSED PRACTICAL NURSE**

<u>ACRONYM</u>	<u>DEFINITION</u>
ACLS	- Advanced Cardiac Life Support
ACTEDS	- Army Civilian Training, Education and Development System
ADN	- Associate Degree in Nursing
AED	- Automated External Defibrillator
AEP	- Affirmative Employment Program
AHA	- American Heart Association
AIPD	- Army Institute of Professional Development
AMEDD	- Army Medical Department
AMEDDC&S	- Army Medical Department Center and School
APPD	- AMEDD Personnel Proponent Directorate
ARC	- American Red Cross
BLS	- Basic Life Support
BSN	- Bachelor of Science in Nursing
CAPD	- Continuous Ambulatory Peritoneal Dialysis
CBRNE	- Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices
CEU	- Continuing Education Units
CF	- Career Field
CHRMA	- Civilian Human Resources Management Agency
CONUS	- Continental United States
CPR	- Cardiopulmonary Resuscitation
CVA	- Cerebral Vascular Accident
DA	- Department of the Army
DoD	- Department of Defense
EEO	- Equal Employment Opportunity
ECG	- Electrocardiogram
FC	- Functional Chief
FCR	- Functional Chief Representative
HIPAA	- Health Insurance Portability and Accountability Act of 1996
HIV	- Human Immunodeficiency Virus
IDP	- Individual Development Plan
IPPB	- Intermittent Positive Pressure Breathing
IV	- Intravenous
JCAHO	- Joint Commission on Accreditation of Healthcare Organizations
KSAs	- Knowledge, Skills, and Abilities
LEAD	- Leadership, Education, and Development
LPN	- Licensed Practical Nurse
MACOM	- Major Army Command

ACRONYMDEFINITION

MEDCEN	- Medical Center
MEDDAC	- Medical Department Activity
MEDCOM	- U.S. Army Medical Command
MTF	- Medical Treatment Facility
MTP	- Master Training Plan
NAPNES	- National Association for Practical Nurse Education and Service, Inc
NCLEX	- National Council Licensure Examination
NICU	- Neonatal Intensive Care Unit
NIOSH	- National Institute of Occupational Safety and Health
NSC	- National Safety Council
OCONUS	- Outside Continental United States
OJT	- On-the-Job Training
OPM	- Office of Personnel Management
OSHA	- Occupational Safety and Health Administration/Act of 1970
RMC	- Regional Medical Command
RN	- Registered Nurse
SMEs	- Subject-Matter-Experts
TAPES	- Total Army Performance Evaluation System
TB	- Tuberculosis
TSG	- The Surgeon General of the U.S. Army
U.S.	- United States
USA	- United States Army
USACHPPM	- United States Army Center for Health Promotion and Preventive Medicine
USDA	- United States Department of Agriculture
VAD	- Vascular Access Device
VF/VT	- Ventricular Fibrillation/Ventricular Tachycardia
VRA	- Veterans Recruitment Authority

APPENDIX G REQUEST FOR EQUIVALENCY CREDIT

Instructions for Completing and Handling Request:

- Employee completes Section I, provides input for Section II, and forwards request to supervisor.
- Supervisor reviews Section II and completes Section III. If concurring, forwards request to approving authority. If nonconcurring, returns request to employee.
- Approving authority completes Section IV and returns request to supervisor.

Section I – Employee's Request for Equivalency Credit		
Name (Last – First – MI)		Career Field/Program Number
Title/Series/Grade	Course Title & Code	Course Provider
Employee's Signature		Telephone Number and E-mail
Date Signed		
Section II – Training Information		
<input type="checkbox"/> Work Experience: (Attach detailed explanation of work assignments. Identify competencies and explain how they were acquired.) <input type="checkbox"/> Formal Education or Training, including Correspondence Study: (Attach transcript(s) and descriptions of course work, to include course title, course level, and grade. Identify competencies and explain how they were acquired.) <input type="checkbox"/> Self-development Activities (Attach detailed explanation. Identify competencies and explain how they were acquired.)		
Section III – Supervisor's Recommendation		
<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur		
Supervisor's Name, Title, Organization, and Mailing Address		Telephone Number and E-mail
Supervisor's Signature		Date Signed
Section IV – Approving Authority's Decision		
Approving Authority's Name, Title, Organization, and Mailing Address		Telephone Number and E-mail
Approving Authority's Signature		Date Signed

APPENDIX H INDIVIDUAL DEVELOPMENT PLAN

PRIVACY ACT STATEMENT. Section 4103 of Title 5 to U.S. Code authorizes collection of this information. This information will be used by staff management personnel and the Civilian Personnel Advisory Center servicing your locality, to plan and/or schedule training and development activities. Collection of your Social Security Number is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary.

Page 1 of 2

NAME:		SSN:		PERIOD COVERED:			CAREER FIELD:		
POSITION TITLE/GRADE:				ORGANIZATION:					
1. DEVELOPMENTAL OBJECTIVES (Skills/Performance Enhancement, Career Development, Etc.)									
a. Short-Term Objectives		b. Long-Term Objectives (3-5 Years)							
1.									
2.									
3.									
4.									
5.									
2. MANDATORY TRAINING FOR ACCREDITATION/CERTIFICATION									
Course Title/Number	Objective Supported	Course Provider	Date Required	Hours	Tuition	Estimated Travel/Per Diem			
1.									
2.									
3.									
4.									
5.									
3. UNIVERSAL MANDATORY TRAINING (Priority I)									
Course Title/Number	Priority	Course Provider	Date Required	Hours	Tuition	Estimated Travel/Per Diem			
1.									
2.									
3.									
4.									
5.									

4. UNIVERSAL TRAINING (Priority II AND III)									
Course Title/Number	Objective Supported	Priority	Course Provider	Date Required	Hours	Tuition	Estimated Travel/Per Diem		
1.									
2.									
3.									
4.									
5.									

5. COMPETITIVE PROFESSIONAL DEVELOPMENT									
Type of Assignment	Location	Proposed Dates	Estimated Travel/Per Diem						
1.									
2.									
3.									
4.									
5.									

6. TRAINING OR SELF DEVELOPMENT COMPLETED DURING LAST FY									
Training Course or Developmental Activity	Location	Completion Date	Hours						
1.									
2.									
3.									
4.									
5.									

7. INTERN ON-THE-JOB TRAINING									
Developmental Activity	Location	Proposed/Completion Date	Supervisor Initials	Hours					
1.		/							
2.		/							
3.		/							
4.		/							
5.		/							

I certify that I will support the training and/or development outlined in this IDP and will recommend approval of training costs in each FY budget. I have discussed this with the employee for whom this IDP has been prepared and concur with documented training.

Program Manager/Supervisor	Date	Functional Chief Representative	Date
I have discussed my career goals and the training or development needed to achieve these goals. I have included only goals that I can realistically expect to achieve during the time period specified.			
Employee	Date		

**APPENDIX I
CREDITS
LICENSED PRACTICAL NURSE**

Use of website link to the <http://www.allnursingschools.com> website and information listed in Appendix F, Higher Education Sources, was approved by All Star Directories, Inc.